## CFAY-N3AT-04-広報番号: 横須賀基地空席広報 15(A) Announcement No. 募集締切日: 5 Oct 15 VACANCY ANNOUNCEMENT **Closing Date** -Amendment dated 29 Sep 15-発行日: "Item 7" was changed as shown 22 Sep 15 Date of Issue 1.職種名 Job title (等級 Grade 4 /語学等級 LD 2 ) 4.募集範囲 Area of Consideration 募集人数 No. of I. □ 現 MLC/IHA 従業員(部隊内) Recruitment Current MLC/IHA Employee within Activity **Administrative Specialist, #9** II. □ 現 MLC/IHA 従業員(通勤圏内) (管理専門職) 1名 Current MLC/IHA Employee in commuting distance III. □ 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide □ 事務系 □ 技能系 □ 保安系 □ 医療系 IV. □ 外部 Off Base Applicant Administrative Blue Collar Trade Medical Security \*\*Those who previously applied for VA 2.部隊 Activity No. CFAY-N3AT-04-15 need not reapply Commander Fleet Activities, Yokosuka Force Protection Department 5.雇用の種類 Type of Employment Administrative Division. $\boxtimes$ MLC Administrative Section ☐ HPT ☐ IHA │ 常用 Permanent 勤務場所 Working Place: Tomari-cho, Yokosuka □ 限定 Limited Term ( ヵ月 Months) 3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0745-1630/1145-1230 □ 夜勤 Night Shift □ 残業 Overtime □ 出張 Business Travel 6.職務内容 Duties See attached. 7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field. b. Knowledge of policies, regulations and procedures governing administrative phases of Force Protection Department, Military/MLC/USCS personnel functions, Navy correspondence, and TAD. c. Knowledge of customer service concept and practice. d. Skill in operating office automation hardware and software such as Microsoft Word, Excel, Access, Outlook, and PowerPoint. e. Ability to perform general clerical work and secretarial work such as screening calls and visitors, scheduling appointments, reviewing correspondence, maintaining and updating all the necessary instructions, and obtaining information as requested. f. Ability to coordinate sensitive project work and provide assistance to the Security Officer. g. Ability to speak, read, and write English at intermediate proficiency level. (LD-2) h. Ability to speak, read, and write Japanese at native language level. \* Handicapped applicants may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency: □必要なし None □初級 Basic ▽中級 Intermediate □上級 Advanced □ |特段の能力 Exceptional

免許証/修了証 License/Certificate Required: See blocks 7 & 8

学歴 Educational Background: See blocks 7&8

8.提出するも	Application and Associated Documents	職務状況 Working
		Condition
*区 空席応募用紙 Application for Vacancy Announcement		
*☑ 専門職務経歴書 Resume of Specialized Work Experience		
*の記入は Complete * in □ 日本語で Japanese □ 英語で English □ どちらでも Either		
図 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』		
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"		
□ 運転免許証の写し Copy of Driver's License		
□ 修了証/証明書の写し Copy of certificate		
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)		
図 82 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)		
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)		
☑ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,		
copy of Residence Card and Passport/Visa Copy		
9. 応募書類提出先 Office to Submit		
内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物を		
お間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is		
different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application		
documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.		
(冷充) L智存D 4 采办"营售炼四" 控制 NO CONT. 从来是办法办理人,从前亡营来(北从来是) 4.2 办亡营售标记		
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は		
無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA		
employees" only, Off Base Applicants will be rated ineligible.		
1 内如庆草之(理 MI C/IIIA 分类品)提出生(坐布宝埃海被其外口大人克用钾 (IIDO))。		
1. 内部応募者(現 MLC/IHA 従業員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)):		
Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):		
仲宗川宗懐須貝巾泊町「番地 PSC 473 BOX 22 CNRJ HRO N132	1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132	
内線/Extension 243-8152	FSC 473 BOX 22 CINIJ INO N132	
Pylok/Extension 243-8132		
米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置		
してあります。毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。		
Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is		
installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the		
left side of the main gate to the Yokosuka Navy Base.		
and of the main gave to the Tonosum Tary 2 and		
2. 外部応募者(非従業員)提出外	: Off Base Applicants must submit to:	
<b>∓238-0011 ∓238-0011</b>		
神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka		skosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA		Robura
管理第一係  Management #1 Section		
電話番号 Phone 046-828-6959		
受付時間:月曜—金曜、0830-1730時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。		
Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.		
10. 事務処理欄 For Official Use		
募集部隊担当 Activity POC: CFAY N04CA 軍電 (DSN) 243-8148/8143		
<u> </u>		HRO: (rcvd: 9/17)
PD No.: CFAY-1230A-002		au 9/18 kw 9/21
	, , ,	(9/24) au 9/25

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

## Task List

Under the immediate supervision of the Security Officer, performs various administrative, technical and clerical work including assisting the Assistant Security Officer, USCS employees and Chief Petty Officers in the Detachment.

- 1. Taking full responsibility, serves as the central source of information and issuance of the on-base security clearances to alien dependents of U.S. Naval Forces, Yokosuka members who request immigrant visas, adoption, naturalization from American Embassy/Adoption Agency/U.S. Citizenship and Immigration Services. Accepts initial requests from applicants, processes and forwards them to the Investigations Division within Security Detachment for screening various activity records such as incident/complaint reports and traffic court records. Develops and compiles reports of findings and letters to be signed by Commander Fleet Activities, Yokosuka and provides them with the requesters for their submission to the agencies/offices concerned. When alien dependents of U.S. Naval Forces, Yokosuka members request off-base police clearance certificate from the prefectural police, acts as POC for a timely completion of the certificate issuance process.
- 2. Performs coordination work on sensitive projects assigned by the Security Officer for all divisions in the Detachment.
- 3. Assists the Security Officer, Assistant Security Officer and Division Chief Petty Officers in the Detachment. Maintains work schedule and sets up appointments for Security Officer and Assistant Security Officer. Receives telephone calls and visitors, and when supervisor is busy, screens on own judgment and properly and tactfully refers them to appropriate persons. Receives and answers various inquiries with a thorough knowledge of the regulations and directives governing the administrative function. Provides interpreter service for the Security Officer, Assistant Security Officer and the Security Detachment.
- 4. Maintains and updates MS-Access database for 200 plus U.S. military personnel for the purpose of NEO (Non-Combatant Evacuation Operation) to assist with the secure and orderly departure of service members' families in the event of a natural disaster or contingency in the country. Conducts adjustments and troubleshooting when required.
- 5. Develops and creates memorandums, letters and other correspondence in accordance with Navy Correspondence Manual. Establishes and maintains unclassified files and publications and updates all the instructions. Gathers all the assigned military personnel attendance data and submits daily muster report to CFAY Admin. Pulls data from NEO database monthly, prepares military manning report by rank and submits to CFAY Comptroller for data call purpose. Responsible for maintaining and updating 200 plus U.S. military personnel's division files. Performs as a main travel coordinator in the Detachment. Prepares and processes travel request form (CFAY 4650/2) along with training request form (DD Form 1556) and justification (if applicable) for training, conference and emergency leave. Submits them to Security Officer/Assistant Security Officer for approval and forwards to command travel coordinator for processing lodging, rental car and any necessary arrangements needed. Picks up completed TAD order (DD Form 1610) and tickets from command travel coordinator and hands it to traveler. Processes TAD and emergency leave travel claim when service member returns from travel and submits to Security Officer/Assistant Security Officer for liquidation and forwards command travel coordinator when complete. Initiates and arranges GTCC (Government Travel Credit Card)

for service member. Provides supports to the card holder to do Self-Registration, preparation of TAD orders and travel claim in DTS (Defense Travel System).

- 6. Performs other incidental and related duties as assigned.
- \* Japanese language ability is required to deal with Japanese visitors to the Security Officer/Assistant Security Officer and perform coordination work with the prefectural police.